

SUBJECT: Job Description – Pharmacy Technician	POLICY # RX3003
DEPARTMENT: Pharmacy	PAGE: 1 OF: 3
	EFFECTIVE: 06/01/2015
APPROVED BY: Toni Goodin	REVISED: 07/29/2020

I. PURPOSE:

To define the duties of a pharmacy technician.

II. SCOPE:

A. Pharmacy

III. GENERAL INFORMATION:

Under the general supervision of the Director of Pharmacy the major functions of the pharmacy technician are to provide both clerical and pharmacy support services for the staff pharmacist and the director. The patient population served includes patients from all ages, from newborns through geriatric patients

IV. PROCEDURE:

A. Primary Duties

1. Restocking of automated dispensing cabinets.
2. Delivery of medication to medical floors after it has been prepared, labeled and checked by the pharmacist.
3. Places order, receives, prices, and places drugs in inventory.
4. Processes invoices and purchase orders.
5. Provides secretarial services as needed.
6. Processes pharmacy billing information on patients.
7. Aids pharmacist in preparation of IV fluids.
8. Aids pharmacist in packaging of bulk drugs into unit doses under direct supervision of pharmacist.
9. Participates in hospital committees as required.
10. Maintains expiration dating of medications and refrigerator temp logs.

B. Qualifications

1. High school diploma or equivalent.
2. Effective oral and written communication.

3. Hold a current pharmacy technician certificate from the Louisiana Board of Pharmacy (or in the process of obtaining such).

C. Physical Requirements

1. Good health
2. Capable of standing for long periods of time.
3. Lifting loads up to 40 pounds.

D. Initiative and Judgement

1. Maintains good emotional and physical well-being.
2. Routinely punctual at start of shift.
3. Provides proper notification of tardiness and absence.
4. Accountable for own conduct and promotes good working relationships.
5. Performs within limits of hospital and departmental policies.
6. Inservice:
 - * Attends mandatory inservices for Pharmacy Department.
 - * Attends the following inservices annually:
Safety (Fire, Electrical Safety, and Disaster Drill).
Infection Control (Universal Precautions)
HEAT,TB, Ethics
Patient Confidentiality
7. Uses proper channels of communication.
8. Available to meet needs of hospital during times of increased personnel requirements.
9. Demonstrates knowledge of hospital/departmental safety plan including:
 - * Location of fire extinguishers, fire alarms, and medical gas cut offs.
 - * Disaster drill procedures.
 - * Proper fire drill procedures.
 - * Proper handling and disposal of hazardous waste.
10. Must demonstrate knowledge of hospital infection control program and comply with regulations for universal precautions.
11. Can be relied upon to do what he/she has indicated he/she will do.

E. Equipment Used

1. Fax Machine.
2. Unit dose labeling machine.
3. Computer terminal
4. Automated Dispensing Cabinets
5. Barrier Isolator Hood
6. IV label printer

F. WORKERS SUPERVISED

None

G. SUPERVISED BY

Pharmacy Director or Staff pharmacist in the Pharmacy Directors absence.

H. PROMOTION FROM

No formal line of promotion; may be entry level job.

I. PROMOTION TO

No formal line of promotion.

Employee Signature

Date